

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Internet: www.tceq.texas.gov
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State Title: Chemist V

Functional Title:

Job Posting: 16028

Monthly Salary: \$4917.00 - \$5084.18

Salary Group: B24

Posting Date: 10/01/2015

Close Date: 10/15/2015

Section/Division: Houston Lab Section/ Water Quality Planning Division

Work Location: 12553 W Airport Blvd, Sugar Land, TX 77478

Openings: One(1)

Position #(s): 3406

Job Description:

Develops, implements, and oversees the laboratory quality system for the Houston Laboratory of the Texas Commission on Environmental Quality (TCEQ). Serves as the focal point for laboratory quality assurance and quality systems; ensures quality systems are implemented at all times through surveillance, reporting, and implementing corrective actions and monitoring their effectiveness; plans/coordinates/conducts internal audits, proficiency tests, and management system reviews in accordance with National Environmental Laboratory Accreditation Program (NELAP) standards; acquires and maintains working knowledge of analytical methods and Quality Assurance/Quality Control (QA/QC) procedures for which the laboratory maintains or seeks accreditation; prepares and maintains NELAP documentation, records, and correspondence. Maintains the currency of the laboratory Quality Manual, Standard Operating Procedures, and associated documents and records. Reviews and/or revises Quality Assurance Project Plans (QAPPs) for accuracy and appropriateness; trains laboratory personnel in QA/QC procedures; develops guidance and recommendations regarding laboratory services and products; advises laboratory management on policies, regulations, emerging issues, and their impact on the laboratory's operations and capabilities. Reviews, verifies, and validates routine laboratory QA/QC data and records for conformance to established standards; develops and implements data management procedures using the Laboratory Information Management System. Serves as the primary contact for coordinating requirements relating to program records maintained in the Central File Rooms. Works closely with the Records Administrator to ensure agency records management policies and procedures are followed in the division to include records retention, storage, access, and destruction.

Military Occupational Specialty (MOS) Codes: 92L, 71B, 4Tox1, 43TX, and 61CX

Minimum Qualifications:

A bachelor's degree in a natural or physical science which included 24 semester hours in chemistry from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus four years of full-time experience in a chemistry laboratory or with activities directly related to the examples of work performed.

One year (24 semester hours) of graduate study in chemistry (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may be substituted for one year of the required experience, with a maximum substitution of three years.

OR Two years of full-time experience as a Chemist IV at TCEQ.

Preferred Requirements:

A degree in Chemistry.

Special Requirements:

Moving up to 25 pounds of supplies.

Traveling up to 5% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer